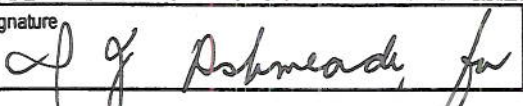


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Atlanta, Georgia		2. POSITION NUMBER 52858	
CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title		c. Service	d. Series
Official Allocation		Financial Specialist		GS	0501
4. SUPERVISOR'S RECOMMENDATION		FINANCIAL SPECIALIST		GS	0501
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE ANDREW DUNN		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. REGION 4			f.		
c. OFFICE OF POLICY AND MANAGEMENT			g.		
d. IMMEDIATE OFFICE			h. Organizational Code 90420100		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor WANDA L. JOHNSON ACTING ARA FOR POLICY AND MANAGEMENT			d. Typed Name and Title of Second-Level Supervisor J. I. PALMER JR. REGIONAL ADMINISTRATOR		
b. Signature 		c. Date 11/2/08		f. Date NOV 12, 2008	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	
c. Functional Code		d. Bargaining Unit Code 1097		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()	
f. Signature Jena W McPhail		g. Date 11/12/08			
MARKS STATEMENT OF DIFFERENCE: Guidance BUS changed per SPM , effective 2/10/2013. DA					

FINANCIAL SPECIALIST GS-501-12

Introduction

This position is located in the Financial Management Section in the Comptroller's Branch, Office of Policy and Management. The incumbent will serve as Financial Management Specialist on major issues affecting the financial operations of the Region 4 Finance office.

This position consists of: (1) providing financial information, technical advice and guidance to management and operating officials, (2) assisting in implementing and administering EPA financial policies and procedures, (3) preparing financial reports to meet agency, Treasury, and OMB requirements, and (4) operating a computer based integrated accounting system.

In addition, the incumbent of this position has the responsibility for tracking financial functions covered under the Chief financial Officers Performance Measures; EPA-Automated Clearing House (ACH) ; the Vendor Express Program, funds control, accounting and payment processing for fiscal audit and maintenance of all EPA Program and Construction Grants, travel, commercial and government accounts payable.

Major Duties and Responsibilities

- Represents the region on national and regional workgroups that formulate the agency's financial operating processes.

- Responds to inquiries from regional staff, other regional offices, states agencies and the general public concerning the interpretation and application of the prompt pay act and financial regulations.

- Prepares state allocation of prior years recovered funds. Maintain summary records by state of all grant decreases and reconcile document to the Advice of Allowance.

- Reviews and reconciles the monthly capitalized equipment report to ensure fixed assets balances in the Fixed Assets Subsystem (FAS) are accurate.

- Performs in-depth analysis-of all charges made against EPA-ACH program and construction grants to ensure propriety of charges. Initiates details/complex audits of accounting entries in IFMS. Incumbent has primary responsibility to provide advice and assistance on Federal financial requirements for the EPA-ACH policies and procedures to State and local agencies receiving grant funds.

- Coordinates on-site yearly reviews of State and local agencies in connection with financial grant requirements. Responsible for determining the need for obtaining information required about Financial Management systems, Federal Cash Transaction Reports (FCTR) and Financial Status Report (FSR). Provides guidance and assistance to State and local personnel on potential problems pertaining to grant draw downs and balances.

grants.

Factor 4. Complexity

Incumbent advises office of Comptroller managers of the status of all Accounts Payable reimbursements. Work involves the consideration of legal and regulatory constraints, availability of funds, legality of reimbursements and fiscal year-end time frames and deadlines. Incumbent determines the propriety of all Accounts Payable documents and cost claimed which involves frequently making decisions and recommendations concerning the technical treatment of such documents.

Factor 5. Scope and Effect

Financial accounting advice and guidance is provided to EPA travelers, vendors, program managers and administrative personnel on effectively using all Accounts Payable funds. Work efforts contribute to the accomplishments of the Agency's mission. The financial and accounting expertise of the incumbent ensures the completeness and propriety of all government claims managed by the EPA, Atlanta Financial Management Office.

Factor 6. Personal Contacts

Incumbent has a wide range of telephone and personal contacts on a daily basis with the Office of Comptroller management, accounts and other Financial management Specialists. Frequent contacts occur to all EPA Regional and field offices, other Federal Government agencies, state agencies, program managers, administrative personnel, EPA travelers, vendors, and EPA Headquarters.

Factor 7. Purpose of Contacts

Contacts with EPA travelers, program managers, administrative personnel, vendors and other EPA offices are for the purpose of obtaining or providing financial information and the status of reimbursements. Incumbent is persuasive with all contacts to ensure all incurred costs are properly reported and reimbursed. Contacts with other EPA locations is for the purpose of obtaining or exchanging financial data on all reimbursement costs. Advice, expertise and interpretation of Agency policy and guidance is provided to requested officials at all levels.

Factor 8. Physical Demands

The work is mostly sedentary which involves pulling and reviewing of financial records and files. Occasional travel is required.

Factor 9. Work Environment

The work is performed in an office setting.